

TRAVEL VOUCHER

Name: _____		Period covered began:		
Address: _____		Date: _____	Time: _____	
To which reimbursement check should be mailed _____		Period covered ended:		
Phone: _____		Date: _____	Time: _____	
Purpose of trip: _____		In accordance with ARCUS policy 4.2.2, travel expenses claims must be submitted with 30 days of completion of travel.		
I certify that the following expenses were incurred by me for ARCUS business as described under "Purpose of trip." Signature: _____				
Foreign Travel: <input type="checkbox"/> Yes <input type="checkbox"/> No		Reimbursement Claimed	Charges Billed to Corporation	
Itinerary:				
From: _____				
To: _____				
From: _____				
To: _____				
From: _____				
To: _____				
Private Auto: _____ miles@\$.31				
Per Diem:				
Date: _____	Circle the appropriate below:			Per diem allowed: _____
	Breakfast Lunch Dinner Travel			
	Breakfast Lunch Dinner Travel			
	Breakfast Lunch Dinner Travel			
	Breakfast Lunch Dinner Travel			
	Breakfast Lunch Dinner Travel			
Total: _____				
Lodging		Total: _____		
Rental car		Total: _____		
Misc. Expenses (taxi, bus, etc.) – from back		Total: _____		
Other (see details on back)		Total: _____		
Ref. TA# _____	Checked By: _____	Total Expenses	A	
Approved by: _____		Personal Expenses	C	
Date: _____		Cash Advance	D	
Accounting		Due Traveler	A-C>D	
		Due Corporation	A-C<D	
		Reimbursed by other organization	E	
		Total cost to corporation	A+B-C-E	
		Additional Comments:		

Please continue on back

Instructions: *Original receipts for transportation, lodging, parking, laundry, and other miscellaneous items must be attached to this voucher. When original receipts are not included, please provide explanation in the space below. All long distance telephone calls must be itemized as business or personal.*

Charges to corporation:

Date	Lodging (Place or city)	Amount	Misc. expenses (Type)	Amount	Other	Amount
Total:			Total:		Total:	

Date	Auto rental agency	Location	Amount

Reimbursable to traveler:

Date	Lodging (Place or city)	Amount	Misc. expenses (Type)	Amount	Other	Amount
Total:			Total:			Total:

Date	Auto rental agency	Location	Amount

Explanation of personal or unreceipted expenses: